

CITY OF NEWTON

Code Enforcement Expectations, General Information and Guidelines:

1. City personnel will treat all involved with courtesy, professionalism, and respect.
2. Complainants should have at minimum the following information:
 - *Property owners name and/or an address of the potential violation
 - *A brief description of the problem and whether or not it can be viewed from a public street (if it can not be viewed from the public street whether or not permission is granted to view from property owned by person making complaint, if applicable)
3. The City will accept anonymous complaints subject to necessary information mentioned in #2 above, being provided. If not stated to be anonymous and a name is given, recorded, or remembered the information becomes a public record and will be disclosed upon request. The exception to this is if statements are made or City personnel reasonably believe that the disclosure of such information may lead to the bodily harm of another person it may be withheld.
4. When entering onto a property for code enforcement investigation, city personnel will introduce themselves and show identification.
5. City personnel will ask permission to take pictures when entering onto a property with potential code violations. If permission is denied, an administrative search warrant may be secured giving permission for entry and pictures to be taken. Pictures will only be used for purposes related to the case.
6. City personnel may take pictures from public property and/or other locations not on the subject property without property owner's/tenant's permission.
7. Protecting the general health, safety, and welfare of the City and its citizens is the primary purpose of the regulations and the enforcement process.
8. In most cases, a Notice of Violation will be sent certified mail to the property owner as identified by Catawba County tax records when a violation of code is found to exist. If there is no response back within 30-45 days, the code matter will in most cases be forwarded to City Council for them to authorize the City Attorney to take legal action. The City Attorney will normally then send a letter stating this. If no response is received, the City Attorney will evaluate the case and decide if/when it is in the public interest to pursue court action.

9. Compliance with City code, not fines or court action, is the goal of the enforcement program. Each situation is unique and will be handled accordingly. We will attempt to work with those making an effort to comply with code while balancing the public interest. As a last resort, fines and legal action will be pursued when warranted to obtain compliance.

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